

Job Profile SECURITY GUARD

(SGGFMAR2010)

TODAY, WE BROUGHT INVALUABLE

SUPPORT TO THE TEAM

WHAT WILL YOU DO TOMORROW?

Job Title	Security Guard
Reporting to	Facilities Manager
No. Reports	None
Business/ Division	Graham FM
Location	Belfast
Contract Type	Full time permanent
Salary	Negotiable

Job Summary

GRAHAM Facilities Management (GFM) is one of the leading providers of property related Asset Management. It provides a full range of property management services to both the public and private sectors. Due to the success and expansion of the business, we are looking for an enthusiastic, innovative, dynamic individual who will contribute to the team meeting the challenging business targets.

Reporting to the Facilities Manager, the candidate will be responsible for maintaining a manned security service. The individual will work as part of the security team but must demonstrate the ability to work on own initiative.

Job Description

The Security Guard shall:

- Provide as part of a team, a manned security service as required and delegated by the Facilities Manager or his appointed representative in accordance with the practices and procedures of Graham FM, Health & Safety and the contract service requirements. There will be a range of duties covered by this role and are as follows.
- Security of the premises and its contents, Security Desk cover at front of house aiding and assisting visitors, staff and students by giving direction, information and guidance in a polite professional and courteous manner.
- Conduct bag and property searches when required.
- Use of security equipment such as Radios and Pagers.
- Completion of Security log and patrol sheets.
- Regular security patrols through the buildings.
- Operation of Fire alarm, Intruder Alarm and other building security systems as may be installed.
- Report and log any suspicious activity to ensure a safe environment for staff, students and visitors.
- Control entry and egress from the buildings.
- Control and operation of car park and checking of permit / badges holders giving only authorised access.
- Check Fire exit doors and windows are secure.
- Assist the Facilities Manager and the caretakers in the event of an emergency to ensure safe and timely evacuation.
- Instruct emergency services on arrival at site.

- Assist in the application of salt and snow clearance as required.
- Actively maintain confidentiality of security sensitive information in relation to both Graham FM staff and buildings.
- Complete paperwork as required such as security log books and incident reports logs.

This job description is intended to give the post holder an appreciation of the role envisaged for the Security Guard

It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals.

Person Specification

Technical Competencies

Essential

SIA Licence Holder for static guarding

Minimum 5 years security experience

Working as part of a team

Should be well spoken and well presented

Good communication skills both written and verbal

Customer focused

Flexible approach to working hours

Desirable

Experience in Education environment

PC literate

Health and Safety awareness

First Aid

Behavioural Competencies

Effective Communication Skills: Able to maintain & manage communication links with a variety of stakeholders. Presents a professional image & promotes the brand.

Initiative: Is able to work alone to get results in an effective way. Understand & seeks to minimise waste in resources & processes. Adopts & encourages others to adopt new ways of working.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively & uses influence to gain resolution of issues. Demonstrates honesty, loyalty & commitment.

Please apply by either contacting Dorothy Lynas, HR Dept, on 028 9046 1821, by email to dorothy.lynas@graham.co.uk or by downloading an application form below.

Please note that this is a re-advertisement and those who previously applied need not re-apply.

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

Quote Reference No: SGGFMMAR2010

Closing Date: Friday 12th March 2010 at 4pm